

**MISSING/STOLEN PERSONAL STATE
PROPERTY WRITE-OFF AUTHORIZATION**

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION
301 W. PRESTON STREET-ROOM 1009A
BALTIMORE, MARYLAND 21201
(410) 767-0587

DGS CONTROL NO. _____

INSTRUCTIONS:

SECTION A. Completed by Custodial Agency and
returned to Inventory Standards and
Support Services Division.

Department or Agency: _____

Sub-Unit: _____

Property Officer: _____

The following instructions pertain to your Report of Missing or Stolen State Property dated: _____

Per _____ Date _____

SECTION A: Custodial Agency shall complete this section and return one (1) copy of this write-off authorization
to the Inventory Standards and Support Services Division.

I certify that the items have been removed from the agency's inventory records.

Signature of the Property Officer Date _____